



*"Service with Integrity
& Excellence"*

Arkansas Department of Community Correction

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ADMINISTRATIVE DIRECTIVE: #99-02 MORAL RECONATION THERAPY®

TO: DEPARTMENT OF COMMUNITY PUNISHMENT EMPLOYEES

FROM: PAULA PUMPHREY, DIRECTOR

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APPROVED: Signature on File

EFFECTIVE: May 17, 1999

- I. APPLICABILITY.** This policy applies to DCP employees involved with Moral Reconciliation Therapy (MRT®).
- II. POLICY.** It is Department of Community Punishment (DCP) policy to implement offender programs to facilitate cognitive behavioral changes which address offender problems and needs by altering criminogenic thinking, instilling values and promoting positive lifestyle changes. MRT® is one of the tools which will be used to meet this goal.
- III. DEFINITIONS.**
 - A. Co-facilitator.** A facilitator who is assisting another facilitator in conducting MRT® group sessions.
 - B. Conation.** The conscious tendency to act; how one consciously makes decisions.
 - C. Confidentiality.** Information and observations are retained in confidence and not made public.
 - D. Facilitator.** One who has been trained in the theory, method, and philosophy of MRT® and assists participants by guiding, directing, motivating and encouraging them to reach their goals.
 - E. Moral.** Pertains to character, conduct, intentions and social relationships.
 - F. Moral Reconciliation Therapy (MRT®).** A systematic, step by step treatment strategy designed to enhance self-image, promote growth of a positive, productive identity and facilitate the development of higher stages of moral reasoning, life purpose and other positive personality variables.
 - G. Participant.** An individual under DCP supervision who has been referred and accepted into the MRT® program.
 - H. Reconciliation.** Redirecting of decision making to higher standards of moral reasoning.
- IV. GUIDANCE.**

"There is good in all people; how we deal with them determines how much of it we see."

A. Program Implementation. The success of the MRT® program depends largely on appropriate selection of facilitators and program participants.

1. Facilitator Selection Criteria and Assignment.

- a. Criteria: The following are beneficial and important characteristics to consider when selecting DCP employees to act as facilitators for the MRT®:
 - (1) above average verbal skills;
 - (2) ability to relate to offenders in a way that does not compromise the rules, regulations and mission of the DCP;
 - (3) sensitive to group dynamics and ability to stimulate groups and promote interests and high activity levels while maintaining adequate discipline;
 - (4) ability to confront offenders without demeaning them;
 - (5) above average interpersonal skills, and in particular, desirable social/cognitive skills (empathy vs egocentricity, effective problem solving, well developed values, rational and logical reasoning, openness to new ideas);
 - (6) successful experience in managing groups of poorly motivated individuals who may be passively or aggressively hostile or critical;
 - (7) enthusiastic;
 - (8) has understanding of the cognitive model;
 - (9) an employee or volunteer asks to be a facilitator.
- b. Assignment: Area/Center Supervisors are responsible for designating adequate numbers of facilitators and ensuring staff training to achieve the highest success possible. Geographical size of the area and density of the offender population may require additional facilitators. Co-facilitators are encouraged and may be used to conduct initial groups to provide necessary startup assistance, build facilitator confidence, provide for mentoring, enhance security and provide beneficial experience.

2. Selecting Program Participants and Forming Groups. Area/Center Supervisors should ensure that offenders are made aware of the MRT® program and its benefits.

- a. Offender Selection Criteria: The following selection criteria should be used to select participants:
 - (1) Generally, offenders who might be suitable for and benefit from the MRT® program are characterized by some or all of the following:
 - (a) sincere willingness to change current lifestyles;
 - (b) desire to change negative behavior;

- (c) desire and willingness to abstain from substance use/abuse;
 - (d) desire to become a better parent;
 - (e) willingness to address/resolve problems from the past which influenced the negative behavior which brought them into the system;
 - (f) resolved adult or childhood traumas or losses such as rape, sex abuse, battery, death of parent, spouse, child, etc.;
 - (g) referred by the Post Prison Transfer Board (PPTB), judge, parole/probation officer or self;
 - (h) history of substance abuse;
 - (i) second and subsequent offense;
 - (j) former CPC residents continuing MRT® activity initiated in the CPC.
- (2) Information which may be helpful in selecting offenders for participation while supervised in the community may be obtained during a five or ten minute personal interview with the potential participant following description of the program. Some interview topics to consider in the identification of potential participants may include the following:
- (a) highest school grade offender completed;
 - (b) will offender participate through completion of the program;
 - (c) is the offender ordered to participate in a substance abuse treatment program;
 - (d) offender's age and situations occurring in his/her life at first use of alcohol or illegal drugs;
 - (e) whether offender was under the influence of drugs/alcohol when he/she committed the crime for which he/she was convicted;
 - (f) is offender willing to change current lifestyle, behavior, e.g. abstain from substance use/abuse, etc.;
 - (g) is the offender volunteering to participate in the program;
 - (h) whether offender is former CPC resident continuing MRT® initiated in a CPC.
- b. Forming Groups: The facilitator is responsible for establishing functional MRT® groups. Group participants under community supervision may be interviewed individually and referred to the program by a facilitator or appropriate supervision officer, in accordance with the offender selection criteria above. Although the goal is to have all CPC residents benefit from some level of involvement in MRT®, at minimum, treatment counselors will select residents based upon need and expected benefits, using the offender selection criteria. The facilitator is responsible for completing and maintaining a "Behavioral Change Agreement and Acknowledgment" (form 1) and Step Checklist (form 2) for each enrolled MRT® participant. Copies should be placed in the offender's record. Attendance rosters must also be established and maintained.
- c. If resources are available, it may be beneficial to establish gender groups and/or others, such as sex offenders, etc., due to the differences in the kinds of issues to be addressed.

- d. Group session locations should be convenient to the offender/participant population. When possible, groups should not exceed 15 participants per session. Sessions should be one and a half to two (1½-2) hours duration with time allowed for facilitator documentation of progress and/or compilation of reports. Staggered enrollment (entering participants at intervals) is recommended to provide participation at different step levels.
- e. If an offender is dismissed from MRT® the offender may be selected for re-enrollment if deemed appropriate by treatment and/or supervision staff, and the offender might benefit from reentry.
- f. Losing a participant workbook does not prevent the offender from participating in a group. The offender may handwrite the step on paper. Repeated failure to bring the workbook to group sessions is grounds for dismissal from the program. Such action must be reported to the supervising officer or treatment staff, as appropriate.
- g. If adequate facilities are not available at DCP offices, Area/Center Supervisors should ensure coordination with other governmental agencies to obtain agreements for suitable space. Financial arrangements must be pre-approved by the supervisory chain and the Fiscal Manager before obligating the agency.

3. Participant Manuals/Materials.

- a. Purchase: MRT® facilitators must maintain an adequate supply of participant manuals. All requests will be processed through Administrative Services using the agency requisition form. The manuals will be shipped and billed to the appropriate Area/Center. Audio tapes, and manuals in Spanish may be obtained for offenders who are unable to read, or who speak only Spanish. Also, an individual may be assigned to work with an offender, if necessary.
- b. Control and Accountability:
 - (1) Facilitators will control all MRT® manuals for their respective group(s). A manual identification number (ID#) must be issued and a Behavior Change Agreement completed by the facilitator and signed by the offender for each MRT® manual issued. A copy of the agreement must be placed in the offender's record. [NOTE: The ID# is established as follows: Assign a sequential number beginning with #1, record the first four letters of the facilitator's last name (ex: Smith=SMIT), first four letters of offender's last name (ex: Brown=BROW), and abbreviated initials of facility (ex: Central Arkansas CPC (CACPC))=complete identification control number #1/SMIT/BROW/CACPC. This number is placed in the top right hand corner of the title page of the manual.]
 - (2) Once a control identification number is assigned and the manual issued to the offender, the manual becomes the responsibility of the offender. In the event that an offender loses his/her manual, the facilitator must ask the offender to pay

for a replacement manual.

- (3) When an MRT® participant is transferred from one supervision area or CPC to another or is enrolling in residential or outpatient treatment in the Offender Referral Program, the manual (or tape) will remain with the offender for continued participation in the program. If a participant is being released from a CPC, the manual/tape should be listed on the personal property inventory sheets. In all cases, a copy of the “Step Checklist” and Behavior Change Agreement and Acknowledgment Form will be immediately forwarded to the receiving CPC or probation/parole office to alert staff to continue the offender in an MRT® group.
 4. Establishing/Posting Group Rules. In addition to the items listed in the Behavior Change Agreement and Acknowledgment, there may be a need to establish and post group rules to address specific meeting places and/or issues unique to that group. It may be beneficial to establish these rules in the initial group meeting to gain input and facilitate cooperation. Some suggestions for areas to be addressed in group rules could include how the facilitator will address tardiness, un-excused absences, sleeping, attentiveness to other group members, participant preparation for presentations, idle group time, profanity and name calling, acting out, violence/physical contact, gang activity, facilitator’s decisions, rule infractions, etc.
 5. Course Completion. When a participant completes Step 12 of the MRT® program, the Facilitator will record "complete" on the attendance register. Afterward, the participant has the choice of leaving the group or continuing to work the remaining four steps. When a participant leaves the program, regardless of reason, a copy of the MRT® Step Checklist will be placed in the participants record. Participants keep their books when they complete the course.
- B. Confidentiality.** Participants and staff should maintain confidentiality of all MRT® treatment groups, written materials and counseling sessions. Staff and participants are also responsible for maintaining client records and written materials to ensure confidentiality. Participants should be instructed to keep their workbooks secure and not write anything in it they wish to keep totally protected. They should also be informed that MRT® facilitators and other staff involved in program implementation will report drug use, criminal activity, and violations of supervision conditions to the supervising officer.
- C. Noncompliance.** Violations for non-compliance with rules, regulations, conditions of supervision, and other written direction will be administered through established processes and guidance, such as the Field Supervision Manual or the Modified Therapeutic Community Administrative Manual, etc.

D. Reporting and Quality Control. Each MRT® group facilitator should provide monthly reports to the Area/Center Supervisor with copies to the Probation/Parole Administrator or Treatment Coordinator, as appropriate. At minimum, reports should identify group participants, start dates for each participant, attendance record and current step. Area/Center Supervisors will be responsible for quality control. Area/Center Supervisor will monitor the program to ensure proper implementation, group protocol, accountability for program materials, reporting and maintenance of group quality. For the first six (6) months following program implementation, quarterly written reports of program quality and progress will be submitted to the Deputy and Assistant Director, as appropriate, with subsequent reports submitted annually (for the period July 1 through June 30). The Deputy and Assistant Directors will provide an annual report of program activity to the Director.

E. Copyright Requirements. The MRT® is a copyrighted and trademarked set of materials. Use of the terms “MRT® - Moral Reconciliation Therapy” is granted only to the DCP program and those trained in the method who use the system materials in accordance with the training agreement. No part of the printed material may be reproduced in any form or by any means, including the photographs and exercises, except for the inclusion of brief quotations in a review, without written permission from the publisher. Permission is provided for photocopying of the “Step Checklist” for the client files. All clients in MRT® must be given a copy of an MRT® workbook. Reproduction or reuse of any MRT® materials is prohibited by law.

F. Staff Training. The Central Training Section (CTS) is responsible for arranging MRT® facilitator training in coordination with the Residential and Field Services Divisions and ensuring requests for MRT® training are approved by the appropriate Area/Center Supervisor. Area/Center Supervisors are responsible to ensure facilitators are appropriately trained.

V. STANDARDS. American Correctional Association (ACA) Standards for Adult Community Residential Services, 3rd Edition, 3-ACRS-4F-01. ACA Standards for Adult Probation and Parole Field Services, 3rd Edition, 3-3125, 3-3151, and 3-3168.

VI. FORMS.

AD 99-02 Form 1	Behavior Change Agreement and Acknowledgment
AD 99-02 Form 2	Step Checklist

MORAL RECONATION THERAPY (MRT®)
BEHAVIOR CHANGE AGREEMENT AND ACKNOWLEDGMENT

Your participation in MRT® is welcomed! This program will benefit you greatly if you fully participate.

Confidentiality is an important part of program success. Everything you say or hear in group sessions must stay within the group. Concerns or problems arising in group sessions will be discussed and handled in the group, not between participants outside group meetings. Breaking the commitment to confidentiality is grounds for your dismissal from the MRT® program. **EXCEPTION:** MRT® facilitators and other staff involved in program implementation will report drug use, criminal or planned criminal activity & violations of supervision conditions to the supervising officer.

Active participation in program activities and completing reading and homework assignments are required. Some of the important program requirements are as follows:

1. Bring program materials to each group meeting, whether in a community punishment center, referred by a staff or a DCP sponsored treatment provider, or transferred to another supervision office or community punishment center;
2. MRT® study manuals and related materials are the only items allowed into session rooms, thus, coffee, soft drinks, or food will not be allowed;
3. Abstain from abuse of alcohol and illegal substances;
4. Participate in testing for alcohol and/or illegal substances.
5. Be on time for groups and return promptly from breaks;
6. Smoke only in outside areas designated for smoking, and only during authorized breaks;
7. Dress in proper attire and appearance;
8. Abstain from offensive and disruptive and other inappropriate behavior;
9. Show respect for staff, guest speakers, volunteers, and other program participants;
10. Keep information said or heard in the group sessions within the group sessions
11. Promptly reimburse the DCP (\$_____) if you lose your manual; and
12. Comply with the conditions of supervision and all program rules and regulations.

On _____ (mm/dd/year), I was issued one ☐ initial ☐ replacement ☐ re-entry MRT® manual (ID Control # _____). My signature below indicates that I have read the above, received my manual and I am willing to follow the program rules. I understand that the MRT® facilitator has the authority to dismiss me from this program if I do not comply with these and other rules of the program. I understand that my enrollment in the MRT® program begins on _____. and that group meetings are held **every** _____ (day) at _____ (time). I also agree to participate in prevention or support group meetings after I complete this program or when I am released to community supervision.

Participant's Signature

Date

MRT® Facilitator's Signature

Date

Original: Offender's Casefile/Counselor file

Copies: Offender and Facilitator

**Department of Community Punishment
Moral Reconciliation Therapy (MRT ®)
- Step Checklist -**

Below is a listing of the exercises and tasks that must be completed for each MRT ® step. While the order for completion of tasks is given for each step, in practice, some flexibility may be allowed.

Participant: _____ **Participant's Offender Number:** _____

Date Participant Began Program: ____ / ____ / ____

	Date completed	Facilitator Initials
Step 1:		
Pyramid of Life Exercise (in group)	_____	_____
Testimony (3 tries; those > Step 2 vote)	_____	_____
Step 2:		
Shield and Life Mask Exercise (in group)	_____	_____
Life Wheel Exercise (in group)	_____	_____
Testimony (3 tries; those > Step 3 vote)	_____	_____
Step 3:		
Worries, Wants, and Needs Exercise (in group)	_____	_____
Counselor passes client as "acceptant"	_____	_____
Step 4:		
Things in My Life Exercise (in group)	_____	_____
How to Escape Your Prison (pp. 43-44)	_____	_____
Step 5:		
Circle of Relationships Exercise (in group)	_____	_____
Best of Times and Worst of Times Exercise (in group)	_____	_____
How to Escape Your Prison (pp. 48-52)	_____	_____
Step 6:		
Document in writing, 10 hours of Community Service	_____	_____
Have and write up a one-on-one with others	_____	_____
Trading Places Exercise (in group)	_____	_____

AD 99-02 Form 2a

(over)

Participant: _____ **Offender Number:** _____

	Date completed	Facilitator Initials
Step 7:		
One Year To Live Exercise (facilitator)	_____	_____
Five Years To Live Exercise (facilitator)	_____	_____
Ten Years To Live Exercise (facilitator)	_____	_____
How to Escape Your Prison (pp. 58-60)	_____	_____
Step 8:		
Action Plan (one year timetable)	_____	_____
Step 9:		
Document in writing, 10 hours of Community Service	_____	_____
Have and write up a one-on-one with others	_____	_____
Meet goals and deadlines in Action Plan	_____	_____
Step 10:		
Elements in My Life as moral assessment	_____	_____
Redo Trading Places Exercise (group)	_____	_____
Make a written plan to change problem areas	_____	_____
Step 11:		
Redo Best of Times and Worst of Times Exercise	_____	_____
Redo Circle of Relationships Exercise	_____	_____
Reassess Important Relationships In Life	_____	_____
Summarize things learned in the steps (written)	_____	_____
Testimony to the entire group on the above (vote)	_____	_____
Step 12:		
Make a new Master Goal Plan	_____	_____